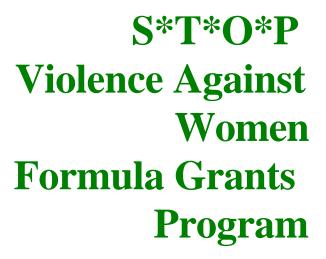
U.S. Department of Justice Office of Justice Programs Violence Against Women Office

OJP



Fiscal Year 2000 Application & Program Guidelines

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STOP Application Checklist

Use this checklist to make sure your application is complete. For assistance in completing your application online, call toll-free, 1-888-549-9901.

- 1. Application for Federal Assistance (SF 424) found in Appendix A (Note: the SF-424 form is included in this application kit for reference only. You should complete the form online through GMS).
- 2. Project narrative (or technical proposal), including information on federally funded projects and activities related to STOP, information on the status of subgrants for fiscal years 1995-99, and a statement of compliance with Section 106 of the National Historic Preservation Act.
- 3. The Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act (Appendix B).
- 4. Assurances found in Appendix C. (Note: the Assurances form is included in this application kit for reference only. You will be "signing off" on the assurances electronically through GMS).
- 5. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drugfree Workplace Requirements found in Appendix D. (Note: the Certifications form is included in this application kit for reference only. You will be "signing off" on the certifications form electronically through GMS).
- 6. A letter to Acting Assistant Attorney General Mary Lou Leary of the Office of Justice Programs to certify that these funds will supplement and not supplant existing funds.
- 7. A letter of commitment from a nonprofit, nongovernmental victim-services program to participate in the development of the applicant's implementation plan.
- 8. A description of projects funded by other program offices and bureaus in the Office of Justice Programs, the Office of Community Oriented Policing Services, and other federal agencies.

All applications must be submitted electronically through OJP's Grants Management System (see instructions that follow). Applications will be accepted immediately but no later than the close of business (5:30 EST) April 11, 2000.

Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

- ♦ Step 1. Using your Internet account,* go to www.ojp.usdoj.gov/fundopps.htm to find the GMS Applicant User's Manual. You will also find a direct link from this site to the OJP Grants Management System (GMS), which will provide online "help" screens.
- ♦ Step 2. Select "Logon to the Grants Management System (GMS)" to begin your online application.
- ♦ **Step 3.** Click on "New User? Register Here."
- ♦ **Step 4.** Follow the on-screen instructions to register with GMS. Once you receive confirmation that you are eligible to apply, you simply follow instructions to submit your application online.
- ♦ Step 5. To submit your application online, complete the instructions for filling out the 424/Application for Federal Assistance, and attach your program narrative in a wordprocessing file. After submission, you will receive confirmation through email that VAWO has received your application, and you will be given an application number for future reference. Please fax documents that you cannot submit electronically to 202-307-3911. Include your application number on all materials submitted via fax.

Questions about GMS? Call the GMS hotline at 1-888-549-9901.

^{*}Your organization must have an Internet account to apply for funding from the Office of Justice Programs. To learn how to open an account, call the GMS hotline at 1-888-549-9901.

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(SERVICES·TRAINING·OFFICERS·PROSECUTORS) VIOLENCE AGAINST WOMEN PROGRAM

INTRODUCTION

S*T*O*P Violence Against Women Formula Grants are awarded to states, territories, and the District of Columbia to support comprehensive and coordinated responses to sexual assault, domestic violence, and stalking crimes. STOP grantees must develop and implement victim-centered strategies that encourage collaboration among law enforcement, prosecution, the judiciary, pretrial services, probation and parole, as well as with private, nonprofit victim service providers and victim advocates. This solicitation (see Appendix A for application form) is for applications to the fiscal year (FY) 2000 S·T·O·P Program.¹

PROGRAM PURPOSE AREAS

STOP grants and subgrants supported through this program must meet one or more of the following seven purpose areas:

- Training law enforcement officers and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault and domestic violence.
- Developing, training, or expanding units of law enforcement officers and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault and domestic violence.
- Developing and implementing more effective police and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault and domestic violence.
- Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence.

¹Applications must be submitted online through the Office of Justice Program's Grants Management System (GMS). For assistance in applying online call the GMS hotline at 1-888-549-9901.

- Developing, enlarging, or strengthening victim services programs, including sexual assault and domestic violence programs, developing or improving delivery of victim services to racial, cultural, ethnic, and language minorities, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault and domestic violence.
- Developing, enlarging, or strengthening programs addressing stalking.
- Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including crimes of sexual assault and domestic violence.
- In addition to the clear criminal purposes for which the Violence Against Women Act (VAWA) was intended, STOP funds may also be used to provide civil justice assistance but only in cases that bear directly and substantially on criminal justice matters or that are inextricably entwined with criminal justice matters (§818 of the Omnibus Crime Control and Safe Streets Act of 1968 as amended, codified at 42 U.S.C. §3789n). Because it is consistent with the overall intent of the VAWA statute, legal assistance to victims attempting to obtain civil protection orders may be supported. However, STOP funds may not be used to support services for obtaining divorces. Divorces and legal separations are civil proceedings that fall outside the scope of the seven broad purposes for which STOP funds may be used.
- Children's services supported with STOP funds must show an inextricable link to and be the direct result of providing services for a victim. For example, STOP funds may support the expansion of shelter services for battered women to include programs for their children. STOP funds may not be used to support services that focus exclusively on children or to develop sexual assault or domestic violence curricula for schools.
- Additionally, STOP funding may not support legal or defense services for perpetrators of violence against women (see §90.2(I)(1) of the 1994 VAWA implementing regulations published in the April 18, 1995 *Federal Register*).
- However, intervention programs for batterers may be supported with STOP discretionary funds, which are funds not designated for law enforcement, prosecution, or victim services, if the intervention is part of a graduated range of sanctions that use the coercive power of the criminal justice system to hold abusers accountable for their criminal actions and for changing their behavior.

PROGRAM PRIORITIES

SEXUAL ASSAULT

- The STOP program will continue to emphasize the importance of implementing comprehensive strategies to end violence against women that are sensitive to the needs and safety of victims and that hold offenders accountable for their crimes. States should seek to carry out these strategies by forging lasting partnerships between criminal justice agencies and victim advocacy and service groups.
- STOP grantees are encouraged in particular to promote a coordinated community response to sexual assault crimes and to address these crimes through the expansion of services, development and implementation of protocols, and education for judges, prosecutors, and law enforcement personnel. Communities that are using coordinated sexual assault response teams (SART) are increasing the number of cases investigated and prosecuted successfully and are improving the quality and availability of services for victims. States should consider supporting SARTs with STOP funds as well as undertaking activities such as the following focusing on sexual assault:
- Set aside a portion of STOP funds for sexual assault programs or create a special funding category in your implementation plan.
- Demonstrate commitment to combating these crimes by including advocates for sexual assault victims on advisory boards and councils.
- Encourage subgrantees to make serving victims of sexual assault an objective of their programs.
- Fund sexual assault nurse examiner (SANE) programs.
- Build the capacity of state sexual assault coalitions to support local or regional initiatives.
- Support training for judges, law enforcement personnel, and prosecutors that stresses the importance of partnerships with advocates.
- Support the development of protocols to guide how each agency in the community should respond to sexual assault victims to create a coordinated approach.

In shaping their strategies for FY 2000, grantees are strongly encouraged to develop and

support projects addressing the following priority areas, as well as sexual assault:

NATIVE WOMEN AND UNDERSERVED POPULATIONS

Increase culturally sensitive initiatives to prevent and respond to violence against
Indian women, especially Indian women living off reservations. Use STOP funds to
increase the reach of programs supported through VAWO discretionary grants.
Wherever possible grantees should

foster meaningful collaborations of community-based programs with Indian Urban Centers and tribal governments. In addition, because Indian cultures are a source of strength for indigenous women living both on and off reservations, grantees should incorporate cultural traditions into their strategies as much as possible.

• Implement community-driven initiatives to address the needs of other populations of underserved women, including immigrant women, older women, disabled women, rural women, and women of color.

LAW ENFORCEMENT AND THE COURTS

- Strengthen the enforcement of stalking laws through aggressive investigation, prosecution, and adjudication of cases.
- Strengthen the enforcement of protection orders within states and tribes and across state and tribal lines, ² including making existing protection order registries compatible with the National Crime Information Center (NCIC) protection order file and creating new registries compatible with NCIC.
- Increase the number and types of judicial education and court-related projects.
- Enhance the role of the judiciary in managing offender behavior and securing victim safety.
- Strengthen the response of pretrial agencies in domestic violence, sexual assault, and stalking cases, including setting pretrial release conditions based on victim safety and with victim input.

²The Battered Women's Justice Project offers a clearinghouse of information and technical assistance on protection order enforcement and the VAWA full faith and credit provision. The toll-free number for the Clearinghouse is 1-800-903-0111, extension 2.

APPLYING ONLINE

- The deadline for submitting fiscal year 2000 STOP applications is April 11, 2000 and all applications must be submitted online through the Office of Justice Programs' (OJP) Grants management System (GMS). Instructions for using GMS are provided in the beginning of this application booklet under Quick Start Guide to Using GMS.
- As you are filling out the contact information, GMS will ask you if you are the "signing authority" (someone authorized to accept grant funds for your agency). If you are not the signing authority, you *must* list the authorizing official's name and contact information.
- GMS cannot accept the following forms and information, which should be faxed to VAWO at 202-307-3911: Certification of Compliance with the Statutory Eligibility Requirements of VAWA; letter to Acting Assistant Secretary Mary Lou Leary certifying that FY 2000 STOP funds will supplement, not supplant, existing funds; letters of commitment from nonprofit, nongovernmental victim-services programs to participate in developing the implementation plan; and a statement of compliance with Section 106 of the National Historic Preservation Act.

PROGRAM ELIGIBILITY

To be eligible for STOP funding, applicants must certify in writing ³ that they are in compliance with the requirements of the VAWA provisions concerning payment for forensic medical exams in sexual assault cases and for filing and service fees for criminal charges concerning domestic violence cases. The application narrative should describe the status of the state's compliance with these requirements. States also must submit copies of new legislation or administrative rule changes made after submission of the state's last application for STOP funds. (States had until September 13, 1996, or the end of the subsequent legislative session, whichever was later, to comply with this requirement.)

All recipients of STOP funds must also have written confidentiality policies in place that prohibit the disclosure of a victim's name, address, telephone number, or any other identifying information without the prior voluntary written consent of the victim.

Additionally, a state or territory is qualified for funds provided through this program upon certification of the following:

³ Applicants must annually submit a signed *Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act* form (see Appendix B).

- The funds will be used for one or more of the seven program purposes listed in this solicitation and described in Chapter 2 of VAWA, Law Enforcement and Prosecution Grants to Reduce Violent Crime Against Women.
- The funds will be allocated as follows: at least 25 percent to law enforcement, at least 25 percent to prosecution, and at least 25 percent to victim services.
- Any federal funds received through this program will be used to supplement, not supplant, nonfederal funds that would otherwise be available for activities funded through this program.

Applications must include the following forms and information to be eligible for funding:

- Application for Federal Assistance, form SF 424. Complete this form online through GMS. (The project narrative and budget worksheets should be included as attachments). For purposes of the SF 424, the Catalogue of Federal Domestic Assistance number is 16.588 and the title is Fiscal Year 2000 STOP Violence Against Women Formula Grant Program. The amount for which each state or territory may apply is provided in Appendix C.
- Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act form (Appendix B) signed by an authorizing official. This form must be faxed to VAWO at 202-307-3911 and should include your application number.
- Assurances (Form 4000/3 found in Appendix D). You will be able to "sign off" on the assurances through the GMS.
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (form 4061/6 found in Appendix E) You will be agreeing to these certifications when you submit your application online through GMS. These certifications will be treated as a material representation of the fact on which the U.S. Department of Justice will rely in making awards.
- A letter addressed to Acting Assistant Attorney General Mary Lou Leary certifying that STOP funds will supplement and not supplant existing funds. This letter must be faxed to VAWO at 202-307-3911 and should include your application number.
- An explanation of the status of the applicant's compliance with the VAWA provisions pertaining to payment for forensic medical exams and for filing and service fees in criminal charges concerning domestic violence. This information should be included as part of your project narrative.

- A report on the status of subgrants for fiscal years 1995-00 (this is described in the section that follows). This information should be included as part of your project narrative.
- Information on active and pending federal grant awards supporting this or related efforts and on how these would be coordinated with the STOP program funding. For each funding source, please provide the program or project title, federal grantor agency, federal award amount, and brief description of the purpose. This information is sought to encourage better coordination among federal agencies in addressing state and local needs. This information should be included as part of your project narrative.
- Information on whether the project or activity proposed in the application includes research that may involve human subjects, as defined in 28 CFR Part 46. This information should be included as part of your project narrative.
- Documentation demonstrating the commitment of nonprofit, nongovernmental victim-services programs to participate in the development of the grantee's implementation plan. This documentation may be in the form of letter(s) from members of the planning team and should indicate that the plan addresses the needs and services identified as priorities by the team. This information must be faxed to VAWO at 202-307-3911 and should include your application number.
- Statement of compliance with Section 106 of the National Historic Preservation Act (16 U.S.C. Section 470, et seq., as amended), which states that prior to the use of any grant funds to renovate, alter, or otherwise improve the exterior or interior of a building, applicants for federal funds must establish identification, recordkeeping, reporting, consultation, and decision-making processes within their programs or procedures for administering grant funds. Proposed renovation work includes work not specifically funded with these grant funds but funded by the applicant or any third party as a prerequisite to accommodate the proposed use of grant funds. Applicants agree to contact the awarding agency for additional implementation guidance before deciding on any renovation work for which the applicant is unsure of the application of this condition. This should be faxed to VAWO at 202-307-3911 and should include your application number.

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⁴"Related efforts" is having the same purpose (i.e., award would supplement, complement, or continue activities funded with other federal grants), being another phase of the same program or project (e.g. to implement a planning effort funded with other federal dollars), or providing services of some kind (e.g., technical assistance, research, evaluation) to enhance STOP-funded activities.

STATUS OF SUBGRANTS

The application should describe the status of subgrant awards ⁵ for fiscal years 1995-00, including the date subgrant funds were awarded. If the state has not completed making subgrants, the state should include in the application information about the amount of funds not yet awarded for each fiscal year, the anticipated date funds will be obligated, and an explanation of why these funds have not yet been allocated. In addition to submitting a narrative report on subgrants, please complete the table in Appendix F.

POSTAWARD REQUIREMENTS

The Violence Against Women Office (VAWO) again will attach to each grant award a special condition giving grantees immediate access to administrative funds for developing STOP program implementation plans. States may use up to five percent of the total award amount for administrative costs. Once VAWO has approved the states' implementation plans, it will lift the special condition and release the balance of funds for the fiscal year 2000 STOP program to the grantees.

FY 2000 STATE IMPLEMENTATION PLAN

States should develop their implementation plans through deliberative consultation and coordination with a broad range of participants, including private, nonprofit victim services programs (such as sexual assault crises centers and coalitions and domestic violence victim programs) and victim advocates. The identification of what programs to consult is up to each state. However, states should bear in mind that VAWA defines a victim services program as follows:

"a nonprofit, nongovernmental organization that assists domestic violence or sexual assault victims, including rape crisis centers, battered women's shelters, and other sexual assault or domestic violence programs, including nonprofit, nongovernmental organizations assisting domestic violence or sexual assault victims through the legal process."

As in previous years and noted earlier in this solicitation, the implementation plan must include documentation from nonprofit, nongovernmental victim services programs describing their participation in the development of the plan. This documentation

⁵Applicants who have already forwarded complete and current information about their subgrants to the Urban Institute do not have to provide this information.

may be in the form of letter(s) from members of the planning team. It should indicate that the plan addresses the needs and services identified as priorities by the team.

States are strongly encouraged to involve representatives from Indian tribal governments in their planning processes and to consider the needs of Indian tribes in developing the state's law enforcement, prosecution, and victim service strategies.

State implementation plans submitted to VAWO should include overviews of the process used to develop the plan; documentation from participating organizations regarding their involvement in the development and implementation of the plan; major shifts in direction, if any, because of reevaluation or reassessment of previous efforts; a general explanation of how the funds will be distributed across the law enforcement, prosecution, and victim services categories; and a description of how the success of grant-funded activities will be evaluated. The plan should generally reflect the types of programs and projects the grantee intends to support with grant dollars. It should explain how the grantee's approach to reducing and preventing violence against women this year will build on efforts of previous years. The projects to be supported with STOP dollars must address one or more of the seven program purposes. The plan also should describe how the grantee will achieve the following:

- Equitably distribute funds and give priority to projects based on geographic diversity, which may include Indian tribes, and the availability of existing domestic violence and sexual assault services.
- Determine the amount of subgrants based on the population and geographic area to be served.
- Recognize and address the needs of underserved populations.

The plan also must include documentation from prosecution, law enforcement, and victim service programs demonstrating the need for and intended use of the grant funds; the expected results from the use of the grant funds; the demographic characteristics of the populations to be served, including age, marital status, disability, race, ethnicity, and language background.

As part of their implementation plans, STOP grantees should develop and implement protocols for the uniform collection of data by subgrantees and grantees. These data should include information on criminal recidivism, prosecutions for violations of protection orders, violations of protection orders that are not prosecuted, and violent and nonviolent violations of diversion or deferred sentencing programs. Grantees should try to conform existing data to their new protocol. Grantees should

coordinate the collection of these data

States are required to submit their STOP implementation plans within 60 days after receiving their STOP award.

ASSESSING THE IMPACT OF STOP

- As the STOP program enters its last funding cycle under the 1994 Violence Against Women Act, it seems appropriate for grantees to reflect on what gains have been made in addressing violence against women, what lessons have been learned, and what future they see for their programs. Before this fiscal year is over, please try to answer and submit to VAWO the following questions about your experiences and accomplishments with the program. This will assist us in evaluating the STOP program overall and in planning for the next years of the program.
- 1. What were the initial expectations and goals of the STOP program (e.g., foster true collaborative teams, reach underserved populations, fund every county in the state, strengthen the capacity of advocacy coalitions)?
- 2. What approaches and strategies did states and territories use to achieve the goals (e.g., recruit experienced subgrantees to develop services, disseminate requests for proposal widely or create a formula to distribute funds to every county, or set aside a

certain amount of money for specific goals)?

- 3. Have the STOP program goals changed over the years? If yes, in what ways and why?
- 4. Have approaches and strategies for accomplishing goals changed? If yes, in what ways and why?
- 5. What has STOP funding accomplished for your state in light of goals to increase victim safety, hold offenders accountable, and any other goals you may have had?
- 6. What lessons of the first five years of STOP are important for other states or administrators to know?

PROGRAM EVALUATIONS

The Urban Institute, a private, nonprofit policy and research organization in Washington, D.C. annually evaluates the STOP Violence Against Women Program. The purpose of the evaluations is to document program outcomes based on measurable goals and

objectives and to determine the impact of the state-level coordinating mechanism on the development of an integrated criminal justice system response to the needs of victims of domestic violence and sexual assault. Evaluators will visit grantee sites to collect data for these evaluations.

The Urban Institute is coordinating its evaluation efforts with others measuring the impact of the STOP Program on specific purpose areas:

- The Institute for Law and Justice is evaluating the impact of STOP on law enforcement and prosecution.
- The Urban Institute is evaluating the impact of funding on victim services.
- The National Center for State Courts is conducting research for an implementation guide on data collection and communication.
- The University of Arizona is evaluating the impact of STOP grants on violence against Indian women.
- Grantees and subgrantees are required to cooperate in these evaluations and provide necessary information that may be requested. In addition, states and their subgrantees are encouraged to conduct local evaluations or assessments of their projects.
- In conducting such evaluations, evaluators should consult the *Evaluation Guidebook* prepared by the Urban Institute. Copies of this are available from the STOP TA Project (1-800-265-5883) or the Urban Institute's website: www.urban.org/crime.

FINANCIAL INFORMATION

All federal formula grant funds are governed by the provisions of the Uniform

Administrative Requirements for Grants and Cooperative Agreements to State and
Local Governments (Grants Management Common Rule) and Circulars No. A-87
(Cost Principles for State, Local, and Indian Tribal Governments), A-102 (Grants and
Cooperative Agreements with State and Local Governments), A-133 (Audits of States,
Local Governments, and Non-Profit Organizations), as applicable to financial
assistance. Additional information and guidance on STOP grant funds are
contained in the Office of Justice Programs' (OJP) Financial Guide, which includes
information on accounting systems, allowable costs, audit requirements, financial
records, and methods of payment. Copies of the Guide are available from the
Department of Justice Response Center at 1-800-421-6770.

- Allowable Costs: In general, STOP grants may support personnel, training, technical assistance, evaluation, data collection, and equipment costs to enhance the apprehension, prosecution, and adjudication of persons committing violent crimes against women and to provide or improve services for victims.
- Match Requirements: Subawards made under this grant program may support up to 75 percent of the total cost of each project. Cash or in-kind services may be used as match. Nonprofit, nongovernmental victim services programs are exempt from the match requirement. Other subgrantees must provide a 25 percent nonfederal match. The state is responsible for ensuring that its subgrantees comply with the 25 percent nonfederal match requirement. <u>Exception</u>: Pursuant to 48 U.S.C. § 1469a, OJP waives the requirement for matching funds for grants awarded to the Insular Areas (American Samoa, Guam, the Virgin Islands, the Trust Territory of the Pacific Islands, and the Commonwealth of the Northern Mariana Islands).

In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project. The value placed on loaned or donated equipment may not exceed its fair rental value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. The basis for determining the value of personal services, materials, equipment, and space must be documented.

The purpose of matching funds is to augment the amount of resources available to the project from grant funds. The costs of activities counted as match must be directly related to the project goals and objectives and should be included as part of any evaluation or assessment. For example, if STOP funds are used to hire a second victim advocate in a prosecutor's office to expand the availability of services to battered and sexually assaulted women, the time and activities of the original victim advocate may be considered as in-kind match. Both advocates' time devoted to grant-related activities must be documented in an auditable manner. If half of a prosecutor's time is supported with grant funds, that prosecutor must track ALL of his or her time to demonstrate that 50 percent of it was devoted to the grant funded project. In-kind match must be documented in the same manner as grant funded activities.

- The source of the nonfederal match is governed by OJP's Financial Guide. Generally, cash match may be applied from the following sources: funds from state and local units of government that have a binding commitment of matching funds for programs or projects; funds from the Housing and Community Development Act of 1974, 42 U.S.C. § 5305, et seq., or the Appalachian Regional Development Act, 40 U.S.C. § 214, or the Equitable Sharing Program, 21 U.S.C. § 881(e); funds contributed from private sources; program-income funds from seized assets and forfeitures; or funds otherwise authorized by law. All funds designated as match are restricted to the same uses as the STOP Program funds and must be expended within the grant period. The state must ensure that match is identified in a manner that guarantees its accountability during an audit.
- Allocation of Program Funds: The implementation plan must show that each of the following areas will receive, without duplication, at least 25 percent of each year's grant award: prosecution, law enforcement, and nonprofit, nongovernmental victim services. This is a statutory requirement that applies to the states. These allocations may not be redistributed or transferred to another area.
- Grantees have 24 months (the duration of the grant period) to meet the statutory funding allocations. The remainder of the funds may be spent at the discretion of the state to address the program purposes described previously. Grantees are required to submit only total cost estimates and not category-specific amounts for each subgrant.
- States are not required to use a competitive process to select their STOP subgrants. The process for awarding subgrants is up to the state administrative agency. (<u>Exception:</u> Sole source contracts over \$100,000 must receive prior approval from OJP.)
- Administrative Funds: Grantees may use up to 5 percent of the total award amount for grant administration, including statewide review, processing, monitoring, progress and financial report review, technical assistance, grant adjustments, accounting, auditing, and fund disbursement to subgrantees.
- Allowable costs under administrative funds are the same as those for the program.

 Grantees should set aside the five percent allocated for administrative funds prior to the distribution of funds to subgrantees. Administrative funds should not be included in the twenty-five percent allocations to law enforcement, prosecution, and victim services. Match is not required for administrative funds.
- The state administrative agency may charge its federally approved indirect cost rate to this grant. However, any indirect costs requested must be paid from the five percent administrative funds. An indirect cost rate and cost allocation plan must be on file or submitted and approved by the U.S. Department of Justice prior to budgeting

funds for such costs.

AWARD PERIOD AND AMOUNT

The award period for these grants is 24 months.

VAWO will award a base amount of \$500,000 to each state and territory and the District of Columbia. If some states or territories or the District of Columbia choose not to apply this year, their shares will be distributed among the states that do apply. Funds remaining after the allocation of the base amount will be distributed among the states based on population. The most recent data compiled by the U.S. Bureau of the Census are used to determine the state populations. Indian tribal populations are not included in the population count.

APPLICATION DUE DATE

Applications for STOP funds for fiscal year 2000 will be accepted immediately but no later than April 11, 2000 and will be reviewed as they are received.

CONTACT

For additional information, please contact your VAWO program manager or the new VAWO senior associate for STOP, Ursula Barrett at 202-514-4803 or call the main office number: 202-307-6026.

ADMINISTRATIVE REQUIREMENTS

Assurances: The application form includes a list of assurances that the applicant must comply with to receive federal funds under the

- STOP Program. The recipient of federal funds is responsible for fully understanding and complying with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions. This form must be submitted along with your completed application.
- Single Point of Contact: Executive Order 12372 requires applicants from state and local units of government, or other organizations providing services within a state, to submit a copy of the application to the state single point of contact (SPOC), if one exists and if the program has been selected for review by the state. A list of SPOCs for each state is provided in Appendix G. Applicants must contact their SPOC to

learn whether the STOP Program has been selected for state review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in block 16 on the Application for Federal Assistance, SF 424.

- Civil Rights Compliance: Recipients of federal grant funds must comply with nondiscrimination requirements contained in federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the findings to the Office for Civil Rights at OJP. All applicants should consult the Assurances included as Appendix D to understand the applicable legal and administrative requirements.
- Human Subject Testing: The Department of Justice (DOJ) is a signatory to the federal policy on protection of human subjects of research, the "Common Rule." DOJ's incorporation of the Common Rule is set forth in 28 CFR Part 46, Protection of Human Subjects, which requires that research involving human subjects be submitted to an independent review board for approval and that informed consent procedures be followed. The policies set forth in 28 CFR Part 46 apply to all research involving human subjects conducted, supported, or otherwise subject to regulation by any federal department or agency that has adopted the Common Rule. Federal funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR Section 46.101(b)(1).

The applicant must indicate whether the project or activity in its application includes research that may involve human subjects, as defined in 28 CFR Part 46.

REQUIRED CERTIFICATIONS

- The applicant is required to complete, sign, and include in its application a copy of the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements forms (see
- Appendix E). By signing this certification, the applicant agrees to comply with the following requirements:
- Lobbying: The applicant and its subgrantees, contractors, and subcontractors will not use federal funds for lobbying and will disclose any lobbying activities.
- Debarment: The applicant and its principals have not been debarred or suspended from federal benefits and no such proceedings have been initiated against them; have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery,

falsification, destruction of records, making false statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.

Drug-Free Workplace: The applicant will or will continue to provide a drug-free workplace. Signing this form commits the applicant to compliance with certification requirements under 28 CFR Part 69, New Restrictions on Lobbying, and 28 CFR 67, Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants). The certification will be treated as a material representation of the fact on which DOJ will rely in making awards.

SUPPLANTING PROHIBITION

Federal funds must be used to supplement existing funds for program activities and not replace (supplant) nonfederal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and criminal penalties.

REPORTING REQUIREMENTS

Financial Status Report: Financial status reports (SF 269-A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted every quarter in which the award is active even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. The Office of the Comptroller will provide a copy of this form in the initial award package. Future awards and fund drawdowns may be withheld if the progress and financial status reports are delinquent.

Single Audit Report: Recipients who expend \$300,000 or more of federal funds during their fiscal year are required to submit an organizationwide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards. The audit report is currently due to the Federal Audit Clearinghouse not later than 9 months after the end of the recipient's fiscal year end.

Progress Reports: The state administrative agency is responsible for reporting to OJP on programmatic activities. VAWA requires the states to submit an annual statewide performance report that will assess whether or not stated goals and objectives were achieved. States are required to submit this report upon completion of each fiscal year's STOP Program. These reports are due by December 31 of each year.

OJP has developed a Subgrant Award and Performance Report (SAPR) form for reporting

information about each subgrant project. The form is designed to assist both VAWO and the states to plan and manage their STOP grants.

SUSPENSION OR TERMINATION OF FUNDING

OJP may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient for the following reasons:

- Failure to comply substantially with the requirements or statutory objectives of the Violent Crime Control and Law Enforcement Act of 1994, program guidelines issued thereunder, or other provisions of federal law.
- Failure to make satisfactory progress toward the goals or strategies set forth in this application.
- Failure to adhere to the grant requirements, standard conditions, or special conditions.
- Proposing or implementing substantial changes to the implementing plan, which,

had they been part of the original submission, would have resulted in the application being denied.

- Filing a false certification in this application or other report or document.
- Other good cause shown.

OJP will provide reasonable notice of its intent to impose sanctions and will attempt to resolve the problem informally. Hearing and appeal procedures will follow those in DOJ regulations in 28 CFR part 18.

APPENDIX A

Standard Application Form (SF-424) and Instructions

(For Reference Only)

OMB Approval No. 0348-0043

APPLICAT	ION	F)R						OMB Approval No. 0348-0043	
FEDERAL ASSISTANCE			2, DATE	DATE SUBMITTED		Applicant identifier				
1. TYPE OF SUBMIS Application Construction		√l: **Preapplication **Construction**			3, DATE	ATE RECEIVED BY STATE		State Application Identifier		
_			_		4. DATE	RECEIVED B	Y FEDERAL AGENCY	Federal Identifier		
Non-Constru		N ON	_ Non+	Construction						
Legal Name:							Organizational Unit:			
Address (give city, co	unty, sta	ate ai	nd zip coa	de):			Name and telephone napplication (give area o	umber of the person to be conta ode)	cted on matters involving the	
6. EMPLOYER IDEN	TIFICA	T IO N	(EIN)				7 TYPE OF APPLICANT: (enter appropriate letter in box) A. State H. Independent School Dist.			
8, TYPE OF APPLIC	-		lew	☐ Continuatio	n [] Revision	B. County C. Municipal D. Township E. Interstate	J. Private Industry K. Indian Tribe L. Individual	titution of Higher Learning	
If Revision, enter app	ropnate	lette	n(s) in bo	(es):			F. Intermunicipal G. Special District	M. Profit Organization N. Other (specify): —		
A, Increase Aw	<i>v</i> ard	Е	3. Decrea	se Award	C. Incre	ase Duration	0, 9,000, 5,510,			
D, Decrease D	uration	(Other (spo	ecify):			9. NAME OF FEDERAL AGENCY:			
10. CATALOG OF FE ASSISTANCE NU			MESTIC		- [11. DESCRIPTIVE TITLE OF APPLICANTS PROJECT:			
TITLE:										
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):					ates, etc.):					
40 000000000000000000000000000000000000	O IFOT			AA OONODEO	OTOLIAL I	NOODIOTO OF				
13, PROPOSED PRO	1		<u> </u>	14 CONGRES	SIONALI	JISURIUIS OF		h Designat		
Start Date	Endin	y Da	i c	a. Applicant				b. Project		
15. ESTIMATED FUN	NDING:					16, IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?				
a, Federal	\$	i			00		a, YES, THIS PREAPPLICATION/APPLICATIN WAS MADE A VAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:			
b. Applicant	\$	5).	00	D	DATE			
c, State	\$	\$.00 b.1			b. NO. [D. PROGRAM IS NOT COVERED BY E.O. 12372				
d, Local	d, Local \$1 .00				OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW					
e, Other	\$	\$.00								
f, Program Income \$.00 17, IS TH			17, IS THE API	THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?						
g. TOTAL \$.00			☐ Yes	lf "Yes," attach an exp	lanation.	☐ No				
18. TO THE BEST OF AUTHORIZED BY THE	18, TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED									
a. Typed Name of Authorized Representative							b. Title		c, Telephone number	
d. Signature of Authorized Representative								e. Date Signed		

Instructions for Completion of the Application for Federal Assistance (SF 424)

The Application for Federal Assistance is a standard form used by most federal agencies. This form contains 18 different items which are to be completed before submission. All applications should include a completed and signed SF 424.

Item	Instructions
1	Type of Submission: If this proposal is not for construction or building purposes, check the "Non-Construction" box in the application section.
2	Date Submitted: Indicate the date you sent the application to OJP. The "Application Identifier" is the number assigned by your jurisdiction, if any, to track applications. If your jurisdiction does not assign an identifier number, leave this space blank.
3	Date Received by State: Leave blank. This item is completed by the State single point of contact, if applicable.
4	Date Received by Federal Agency: Leave blank. This item will be completed by OJP.
5	Applicant Information: The "Legal Name" is the unit of government of the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus the city or township should be entered into the Legal Name box and the name of the law enforcement agency would be entered into the Organizational Unit box. Designate one person as the contact and include their telephone number. It is not unusual for the name of the contact person to differ from the authorized representative in Item 18 below.
6	Employer Identification Number: Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency's accountant or comptroller.
7	Type of Applicant: Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering "consortium".
8	Type of Application: Check either "new" or "continuation". Check "new", if this will be your first award for the purpose described in the application, even if the applicant has received prior awards for other purposes. Check "continuation", if the project will continue activities of a project, including minor modifications, or implement the next phase of a project that was begun under a prior award.
9	Name of Federal Agency: Type in the name of the awarding agency, "[insert agency name]"
10	Catalog of Federal Domestic Assistance Number: This would be contained in the program announcement. The number for this program would be [insert number].
11	Descriptive Title of Applicant's Project: Type in the: (1) title of the program as it appears in the solicitation or announcement; (2) name of the cognizant Federal agency, ex. U.S. Department of Education; and (3) applicant's fiscal year, i.e. twelve month audit period, ex. 10/1/97 - 9/30/98.
12	Areas Affected by Project: Identify the geographic area(s) of the project. Indicate "Statewide" or "National", if applicable.
13	Proposed Project Dates: Fill in the proposed begin and end dates of the project. These dates may be adjusted by the Office of Justice Programs when the award is made.
14	Congressional Districts: Fill in the Congressional Districts in which the project will be located as well as the Congressional District(s) the project will serve. Indicate "Statewide" or "National", if applicable.
15	Estimated Funding: In line "a", enter the Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will be available to the project and the source of those funds on lines "b-f," as appropriate.
16	State Executive Order 12372: Some states require you to submit your application to a State "Single Point of Contact" (SPOC) to coordinate applications for Federal funds within the state. If your State requires a copy of your application, indicate the date submitted. If a copy is not required, indicate the reason. (Refer to the "Administrative Requirements" section of the program announcement, for more information.) The SPOC is not responsible for forwarding your application to the Federal awarding agency.
17	Delinquent Federal Debt: This question applies to the applicant organization. Categories of debt include delinquent audit allowances, loans, and taxes.

Authorized Representative: Type in the name of the person legally authorized to enter into agreements on behalf of your agency. The signature on the original application must be signed in blue ink and/or stamped as "original" to help distinguish the original from the photocopies.

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Appendix C

FY 2000 State Allocations

2000 STOP VIOLENCE AGAINST WOMEN FORMULA GRANTS STATE ALLOCATIONS

STATE	<u>AMOUNT</u>	<u>STATE</u>	<u>AMOUNT</u>
ALABAMA	2,159,000	NEVADA	1,156,000
ALASKA	697,000	NEW HAMPSHIRE	952,000
ARIZONA	2,188,000	NEW JERSEY	3,596,000
ARKANSAS	1,466,000	NEW MEXICO	1,102,000
CALIFORNIA	12,880,000	NEW YORK	7,425,000
COLORADO	2,005,000	NORTH CAROLINA	3,350,000
CONNECTICUT	1,750,000	NORTH DAKOTA	733,000
DELAWARE	784,000	OHIO	4,780,000
DIST OF COLUMBIA	699,000	OKLAHOMA	1,680,000
FLORIDA	6,185,000	OREGON	1,738,700
GEORGIA	3,417,000	PENNSYLVANIA	5,085,000
HAWAII	954,000	RHODE ISLAND	876,000
IDAHO	964,000	SOUTH CAROLINA	1,964,000
ILLINOIS	5,098,000	SOUTH DAKOTA	760,000
INDIANA	2,751,000	TENNESSEE	2,573,000
IOWA	1,592,000	TEXAS	8,024,000
KANSAS	1,497,000	UTAH	1,292,000
KENTUCKY	2,004,000	VERMONT	726,000
LOUISIANA	2,164,000	VIRGINIA	3,091,000
MAINE	974,000	WASHINGTON	2,637,000
MARYLAND	2,459,000	WEST VIRGINIA	1,192,000
MASSACHUSETTS	2,846,000	WISCONSIN	2,481,000
MICHIGAN	4,233,000	WYOMING	680,000
MINNESOTA	2,286,000	PUERTO RICO	1,977,000
MISSISSIPPI	1,549,000	VIRGIN ISLANDS	539,000
MISSOURI	2,573,000	GUAM	551,000
MONTANA	816,000	AM SAMOA/N. MARIANA*	534,000
NEBRASKA	1,131,000		
		TOTAL	131,615,700

^{*} American Samoa (67%) - \$357,780; and Northern Mariana Islands (33%) - \$176,220.

State and Indian population figures are from the Bureau of Census based on July 1, 1998 estimates.

Population for Puerto Rico is based on July 1, 1998 (no Indian population figures are available). The Virgin Islands and Territories are based on the 1990 Census. Except for the Virgin Islands, Indian population figures for the other territories are not available.

Budget Staff 3/13/2000

APPENDIX D

Assurances

(For Reference Only)

ASSURANCES

- The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements–28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:
 - 1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
 - 2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
 - 3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
 - 4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act
 - 5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
 - 6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
 - 7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
 - 8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
 - 9.1t will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase ?Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
 - 10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of Investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
 - 11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
 - 12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
 - 13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
 - 14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
 - 15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.

16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

OJP FORM 4000/3 (Rev. 1-93) PREVIOUS EDITIONS ARE OBSOLETE. ATTACHMENT TO SF-424 $\,$

APPENDIX E

Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-free Workplace Requirements

(For Reference Only)



U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUGFREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifles that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in con-nection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or at-tempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (Including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67,510, –

- A. The applicant certifies that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a threeyear period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local)

transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUGFREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the DrugFree Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67,615 and 67.620 —

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drugfree awareness program to inform employees about —
- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drugfree workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be Imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

1) Ahida hy tha tarms of the statement; and				
Abide by the terms of the statement; and Netify the employer in writing of his or her conviction for a violation.				
 Notify the employer in writing of his or her conviction for a violation of a criminal drug statue occurring in the workplace no later than five alendar days after such conviction; 				
e) Notifying the agency, in writing, within 10 calendar days after eceiving notice under subparagraph (d)(2) from an employee or therwise receiving actual notice of such conviction. Employers of	Check ☐ if there are workplaces on file that are not identified here.			
onvicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall nclude the Identification number(s) of each affected grant;	Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.			
f) Taking one of the following actions, within 30 calendar days of eceiving notice under subparagraph (d)(2), with respect to any employee who is so convicted —	Check ☐ if the State has elected to complete OJP Form 4061/7.			
Taking appropriate personnel action against such an employee, up and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or	DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)			
2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes bya Federal, State, or local health, law enforcement, or other appropriate	As required by the Drug-Free Workplace Act of 1988, and implemented a 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67,615 and 67,620 —			
gency;	A. As a condition of the grant, I certify that I will not engage in the			
g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e),	unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.			
and (f). B. The grantee may insert in the space provided below the site(s) for he performance of work done in connection with the specific grant:				
Place of Performance (Street address, city, county, state, zip code)				
1, Grantee Name and Address:				
2. Application Number and/or Project Name	3, Grantee IRS/Vendor Number			
Typed Name and Title of Authorized Representative				
5. Signature	6. Date			
5. Signature	6. Date			
5. Signature	6. Date			

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See reverse for public burden disclosure)

1. Type of Federal Action: a. contract b. grant c. cooperative agreement d. load e. load guarantee f. loan insurance		offer/application	3. Report type: a. initial filing b. material change For Material Change Only: year ————————————————————————————————————		
4. Name and Address of Reporting Ent		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:			
6. Federal Department/Agency:		7. Federal Program Name/Description: CDFA Number, if applicable:			
8. Federal Action Number, <i>If known:</i>		9. Award Amo	ount, <i>If known:</i>		
10. a. Name and Address of Lobbying I (if individual, last name, first nam		(includir	ials Performing Services og address if different from No. 10a) ne, first name, MI)		
11. Information requested through this form is auth 31 U.S.C. section 1352. This disclosure of Jobb a material representation of the fact upon which placed by the tier above when this transaction ventered into. This disclosure is required pursus 1352. This information will be reported to the Cannually and will be available for public inspect who fails to file the required disclosure shall be civil penalty of not less than \$10,000 and not me \$100,000 for each such failure.	ving activities is reliance was wade or ant to 31 U.S.C. ongress semi-ion. Any person subject to a Signa Sig	Name:	Date:		
Federal Use Only:			Authorized for Local Reproduction Standard Form - LLL		

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity. whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

- 1. Identifying the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
- 2. Identify the status of the covered Federal action.
- Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
- 4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of subawardee, e.g., the first subwardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
- 5. If the organization filing the report I n item 4 checks "subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
- 6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
- 7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
- 8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
- 9. For a covered Federal action where there has been an award or loan commitment for the prime entity identified in item 4 or 5.
- 10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
 - (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI)>
- 11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046);

Washington, D.C. 20503.

APPENDIX E

STOP Subgrant Awards FY 1995 - 00

State STOP Subgrant Awards Fiscal Year 1995-00

	STOP Allocation	Amount Awarded in Subgrants	Number of Subgrants New	Number of Subgrants Continuation	Number of Projects Funded*
F Y 19 95					
F Y 19 96					
F Y 19 97					
F Y 19 98					
F Y 19 99					
F Y 20 00					

*Projects that last only	/ 1 year and receive only	one subgrant awa	rd count as one project.	Projects that started with	a subgrant in fiscal
year 1996 and receive	ed continuation funding for	or fiscal years 1997	-99 count as one projec	ct.	

State Name:

Date:

APPENDIX G

Single Points of Contact

INTERGOVERNMENTAL REVIEW PROCESS

Executive Order 12372 requires applicants from State and local units of government or other organizations providing service within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. You must contact your State SPOC to find out if this program has been selected for review by your State.

In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," Section 4, the Office of Management and Budget (OMB) shall maintain a list of official State entities designated by the States to review and coordinate proposed Federal financial assistance and direct Federal development. This listing is the OFFICIAL OMB LISTING. This listing is also published in the Catalogue of Federal Domestic Assistance biannually.

States that are not listed no longer participate in the intergovernmental review process but MAY still apply for grants. These include: Alaska; American Samoa; Colorado; Connecticut; Kansas; Hawaii; Idaho; Louisiana; Massachusetts, Minnesota; Montana; Nebraska; Oklahoma; Oregon; Pennsylvania; South Dakota; Tennessee; Virginia; and Washington. This list is based on the most current information provided by the States. Changes to the list will only be made upon formal notification by the State.

ARIZONA

Joni Saad Arizona State Clearinghouse 3800 N. Central Avenue Fourteenth Floor Phoenix, Arizona 85012 Telephone (602) 280-1315 FAX: (602) 280-1305

ARKANSAS

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Manager, State Clearinghouse
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CALIFORNIA

Grants Coordinator
Office of Planning & Research
1400 Tenth Street, Room 121
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DISTRICT OF COLUMBIA

Charles Nichols State Single Point of Contact Office of Grants Mgmt. & Development. 717 14th Street, N.W. - Suite 500 Washington, D.C. 20005

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cherie.trainor@dcs.state.fl.us

GEORGIA

Deborah Stephens Administrator Georgia State Clearinghouse 254 Washington Street, S.W. - Room 401J Atlanta, Georgia 30334 Telephone: (404) 656-3855 or FAX: (404) 656-7901 ssda@mail.opb.state.ga.us

ILLINOIS

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INDIANA

Frances Williams State Budget Agency 212 State House Indianapolis, Indiana 46204 Telephone: (317) 232-2972

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Lois Pohl

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Jefferson City, Missouri 65102

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NEVADA

Department of Administration

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Carson City, Nevada 89710

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Jeffrey H. Taylor

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Attn: Intergovernmental Review Process

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Jeanette Furney (Grants)

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116 West Jones Street

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NORTH DAKOTA

North Dakota Single Point of Contact

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600 East Boulevard Avenue

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OHIO

Larry Weaver

State Single Point of Contact

State Clearinghouse

Office of Budget and Management

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Linda Wise

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RHODE ISLAND

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Telephone: (809) 727-4444 or
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Contact person: Ms. Jacoba T. Seman Federal Programs Coordinator Telephone: (670) 664-2289 FAX: (670) 664-2272

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